



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-1-2015
Subchapter:	1	Forms	
Issuance:	16-68	CP&P Form 16-68, Daily Vehicle Log	

[Click here to view and print CP&P Form 16-68.](#)

WHEN TO USE IT

This form is used to record vehicle time and mileage utilization. The authorized driver makes an entry each time the vehicle is driven from the Local Office to a destination, and again when the vehicle is returned to the Office. Use a separate log for each vehicle.

HOW TO USE IT

Each separate section of form 16-68 is filled in as follows:

- “Name of Cost Center” The Supervisor inserts the name of the work site.
- “Cost Center Number” The Supervisor inserts the cost center number.
- “SG” The Supervisor enters the letters and numbers as they appear on the vehicle plate.
- “Date” The driver enters the month, day, and year the vehicle is being used. If driver holds the vehicle for more than one day, an entry is made for each day’s use.
- “Time Out” The driver enters time of day when he takes possession of the vehicle.
- “Beginning Mileage” The driver enters the odometer reading of the vehicle upon entering it.

- “Destination” Driver enters general area visited. If more than one area, please indicate. (Ex. Trenton-Asbury).
- “Time in” Driver enters time keys are returned to his or her Supervisor.
- “Ending Mileage” Driver enters Odometer reading when keys are returned to his or her Supervisor.
- “Vehicle used by” Driver prints & signs his or her name in space provided.
- “Fuel Level” Driver enters vehicle’s fuel level at time of return (Ex): Full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$.
- Do not return vehicle with less than $\frac{1}{4}$ tank of gas.
- “Remarks” Driver indicates any vehicle malfunctions, also indicate if a credit card was received and returned (Note: If there is a problem with the car restraint system (car seat) the driver immediately notifies the Car Care Liaison).
- “Car seat, Flashlight, First Aid Kit, Reflector” The driver places a check in the appropriate box, indicating that the listed items are in the car upon returning it.

DISTRIBUTION

Original - Local Office Records (keep for 2 years)